SENIOR EXECUTIVE SERVICE VACANCY ANNOUNCEMENT

United States Patent and Trademark Office

TITLE, SERIES, AND GRADE

Executive, Enterprise Information Technology and Security Management
ES-0301
Salary from $109,808 to $152,000

*(Maximum base salary limit may be increased to $165,200 when the Agency's SES performance management system is certified by the Office of Personnel Management (OPM) and the Office of Management Budget (OMB).

VACANCY LOCATION

United States Patent and Trademark Office
Office of the Chief Information Officer
Alexandria, Virginia

WHO MAY APPLY

All Qualified Candidates (U.S. citizenship required)

NOTES:

- Must complete 1 year SES probationary period, if not previously completed.
- Selectee will be subject to Federal Executive Personnel Financial Disclosure Report (Standard Form 278) requirements.
- Successful completion of a background investigation is required.

AGENCY SUMMARY:

The United States Patent and Trademark Office (USPTO), a cutting-edge organization dealing with intellectual property issues around the world, is seeking a high performing professional to join its Senior Executive Team as the Director for Enterprise Information Technology and Security Management. Desirable qualifications are at least 10 years experience in the information technology field and experience managing in a fee-for-service environment.

The USPTO is a fully user fee-funded organization with an annual budget in excess of $1.7 billion and approximately 7,600 employees comprised largely of engineers, scientists, and attorneys. Because of the increase in workload, we plan to hire 1,000 new patent examiners this year and each subsequent year for the foreseeable future. The USPTO operates as a performance-based organization; has received an unqualified audit opinion for thirteen consecutive years; formulates a performance-based budget; relies on performance-based contracting; has an award-winning performance reporting program; and is transitioning to electronic end-to-end processing of both patent and trademark applications. The USPTO is located at its new state-of-the-art headquarters in Alexandria, VA.

DUTIES:

The Executive for Enterprise Information Technology and Security Information is responsible for leading the Enterprise Information Technology (IT) and Security Management Group for the Office of the Chief Information Officer (OCIO), and is responsible for the management and oversight of enterprise IT and security strategies and policies regarding architecture, security management, program management, and technology. Under the purview of the incumbent for this position, the area provides the OCIO's enterprise-level viewpoint and serves as the primary coordinator for OCIO's technological and organizational strategic planning efforts to maximize process efficiency and cost-effectiveness in providing high-value products and services to the OCIO's customers, in accordance with USPTO strategic, architectural, budget, and program objectives.

QUALIFICATION REQUIREMENTS: Applicants must possess senior level management and technical experience which has equipped the applicant with the knowledge and skills required for effective performance of the specific duties of the position. **Applicants must clearly demonstrate in their application materials that they possess managerial attributes in the five Senior Executive Service (SES) Executive Core Qualifications (ECQs) and the Professional/Technical Qualifications (PTQs).** Using plain sheets of paper, please address the five ECQs and each PTQ listed below. Failure to address each qualification factor may have an impact upon your ranking. Each response should include a brief summary of the applicant's executive experience in relation to the specific ECQs and PTQs and specific examples of accomplishments. Responses to ECQs must not exceed 10 pages.   For additional guidance, including the competencies and key characteristics, applicants should visit the Office of Personnel Management's Guide to Senior Executive Qualifications located at: http://www.opm.gov/ses/handbook.html.

Note: Current/former career SES members or graduates of an Office of Personnel Management (OPM) approved SES Candidate Development Program who's ECQs have been certified by OPM must address the PTQs, but need not address the ECQs.

SES Executive Core Qualification

ECQ 1 - Leading Change: This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

ECQ 2 - Leading People: This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.

ECQ 3 - Results Driven: This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

ECQ 4 - Business Acumen: This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which, instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

ECQ 5 - Building Coalitions/Communication: This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an

expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Professional/Technical Qualifications:

1. Knowledge of and experience in implementing overarching enterprise-wide information technology (IT) strategies, including project-centric structure for managing staff matrixed from other areas of the IT organization, coordinating budget, and organization planning for a large and complex organization.

2. Expert knowledge of highly advanced IT management theories, principles, concepts, standards, and practices sufficient to identify, explore, articulate the benefits and risks of, and advise on the selection of new products, resources and system components, technologies, and methods to meet business performance requirements for a large and complex organization.

3. Expert knowledge of enterprise architecture including system software, network, and technical architectures needed to plan and evolve the enterprise technical environment.

4. Expert knowledge of IT policies, reporting requirements and the relationship of IT with business units and outside customers to initiate, formulate, and guide the development of IT Security policy to ensure that enterprise security goals are met.

5. Knowledge of and demonstrated skill in applying IT portfolio management principles to support investment decisions, projects prioritization, asset maintenance, and related IT operational aspects from an enterprise perspective.

EVALUATION OF CANDIDATES: Candidates are evaluated by an executive rating panel based on the degree to which they meet the SES ECQs and the PTQs, considering the applicant's education, work-related experience, training, awards, professional recognition and performance appraisals as set forth in the materials submitted by the candidates, and, if needed, upon a panel interview.

Once a selection is made, the selectee's ECQs will be forwarded to OPM for approval by an independent Qualifications Review Board, unless the selectee is a current or former SES career executive or has successfully participated in an OPM approved SES Candidate Development Program.

BENEFITS:

As a federal employee, you may be eligible to participate in the following benefits programs:
1. Federal Employees' Health Benefits (FEHB) Program
2. Federal Employees' Group Life Insurance (FEGLI)
3. Federal Long Term Care Insurance Program (FLTCIP)
4. Flexible Spending Account
5. Retirement Benefits
6. Thrift Savings Plan
7. Public Transportation Subsidy
8. Federal Holidays
9. Leave (Annual and Sick)
10. Flexible Work Schedule

Required Documents: must be **received** in the Office of Human Resources **by October 10, 2006.**

A resume or OF-612, Optional Application for Federal Employment.

A narrative describing your experience (specific tasks) and accomplishments against the five the SES Executive Core Qualifications

A narrative describing your experience, education, and training, etc., in relation to each of the Professional/Technical Qualifications.

Copy of most recent performance appraisal (optional).

FOR SPECIFIC INFORMATION ABOUT THE ANNOUNCEMENT CALL:
Diana Mickle (571) 272–6185

TTD#: (800) 828-1120 or Relay System

WHERE TO APPLY IN PERSON:
United States Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse, Suite 1A79
550 Elizabeth Lane
Alexandria, VA 22314

WHERE TO SUBMIT BY MAIL:
United States Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO SUBMIT BY E-MAIL:
 USPTOExecutiveRecruitment@USPTO.GOV.

United States Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.

Amended 3-20-06

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I.   HOW TO APPLY

CANDIDATES may submit a resume, OF-612, Optional Application for Federal Employment, or any other written format you choose. A narrative specifically addressing the five the SES Executive Core Qualifications and the Professional and Technical Qualifications.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, TO ASSURE CONSIDERATION, THE FOLLOWING INFORMATION SPECIFIED IN ITEMS 1-5 BELOW MUST BE PROVIDED.FAILURE TO PROVIDE ANY OF THIS INFORMATION MAY LEAD TO NON-CONSIDERATION FOR THIS POSITION.

1.   **The announcement number, title and grade of the position for which you are applying.**
2.   **Personal information**
    a.   Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes).
    b.   Social security number.
    c.   Country of citizenship.
    d.   Highest federal civilian grade held, including job series and dates held.
3.   **Education**
    a.   High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
    b.   Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received.
          If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours.
4.   **Job-Related Work Experience (Paid and Non paid)**
    a.   Job title (include series and grade if Federal).
    b.   Duties and accomplishments.
    c.   Employer's name and address.
    d.   Supervisor's name and telephone number.
    e.   Starting and ending dates (month and year).
    f.   Hours per week.
    g.   Salary.
    h.   Indicate if we may contact your current supervisor.
5.   **Other Qualifications**
    a.   Job-related training courses (title and year).
    b.   Job-related skills, i.e., other languages, computer hardware/software, etc.
    c.   Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
    d.   Job-related honors, awards and special accomplishments, i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc. Give dates but do not send documents unless requested.

II. GENERAL INFORMATION

1.   Applicants must apply at their own expense; applications mailed in government postage-paid envelopes will not be considered.
2.   Applicants must ensure that their complete application is received in the Office of Human Resources no later than the closing date of the vacancy announcement.
3.   Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
4.   Applicants must be citizens of the United States (or owe allegiance to the United States).
5.   Veterans preference is not applicable for the SES.
6.   If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
7.   Applications will not be returned to applicants.
8.   Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
9.   Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, USC sections 3302 and 3360.
10.   Candidates outside of the PTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.